

## Introduction

Use this manual to take you through the four simple steps of responding to an eRFx notice invitation.

### When responding to an eRFx Notice you will need to:

- Have downloaded and read the eRFx Notice Documents.
- Know the Tender ID number of the eRFx notice.
- Have all the documents you wish to submit to the Electronic Tender Box(es).

You can use the **Back** button to go back to previous steps at any time.

## eRFx Notice Documentation

eRFx Notice Documentation can be available through a Public eRFx Notice, which you can receive as an email alert. To receive the alerts you will need to have your profiles selected.

Alternatively, a purchaser may send you a **Private Invitation** to tender. Both options will allow you to click on the **Download Documents** link in the email sent. You can also access the eRFx Notice details and documents by copying and pasting the eRFx number supplied in the email into the **View a Specific Tender Link** on the Dashboard.

### ! NOTE:

The examples below are for a Private Invitation. To access Private eRFx Notice Documentation, you must first be invited by the Purchaser via the TenderLink system.

## Downloading the eRFx Notice Documents

As a supplier you will have received an email inviting you to respond to the eRFx Notice (Figure 1).

1. Click on **Download the Tender Documents for this Notice** link within the email, which can be found under the **Options** heading.

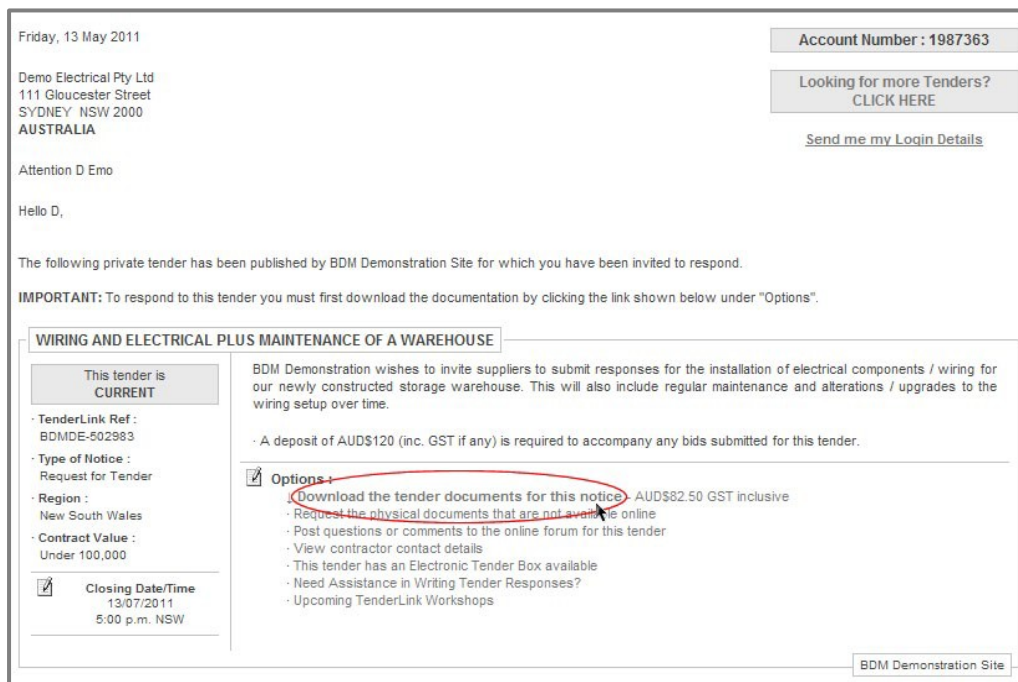


Figure 1: An Email Inviting the Supplier to Respond to the Private eRFx Notice.

Alternatively, log on to the TenderLink.com Notification E-Tendering portal (or TenderLink.com third party portal, whichever you are registered on).

1. In the portals, under the **Dashboard** menu option, click on **All Current Tenders** (under the **search tenders** heading).

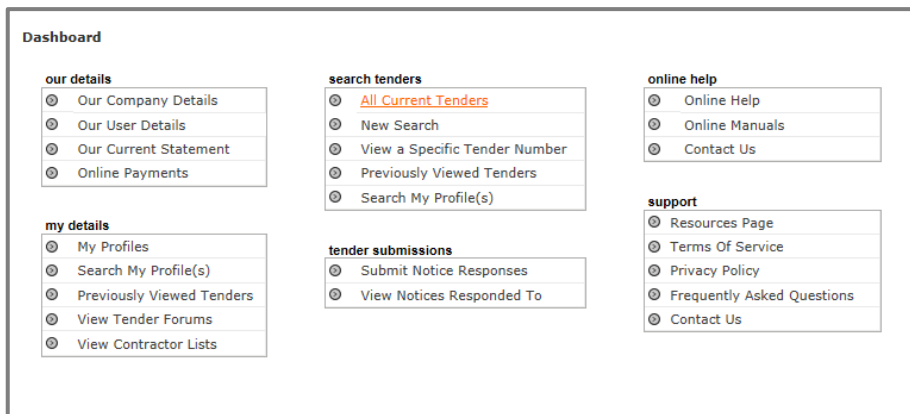


Figure 2: The Dashboard Screen, All Current Tenders.

2. Click on the eRFx reference number (Figure 3).

The following 2 tender notices are open. If you wish to view tenders by Industry Category, use the "Search Open Tenders" option. Please note that in order to download tender documents, or to respond to an electronic tenders box, this is only available to registered suppliers in our system.

RFx No.	Summary	Closing
BDMDE-503019	Test Forum Setup	03/07/2011 8:00 a.m. NSW
BDMDE-502983	Wiring and Electrical plus Maintenance of a Warehouse	13/07/2011 5:00 p.m. NSW

Figure 2a: The All Current Tenders Screen.

OR subscribers to <https://www.tenderlink.com/notification/index.html> can log into their account.

3. Click on the link **View a Specific Tender Number** from the dashboard screen.
4. Enter the eRFx Notice number provided on the tender notification email.

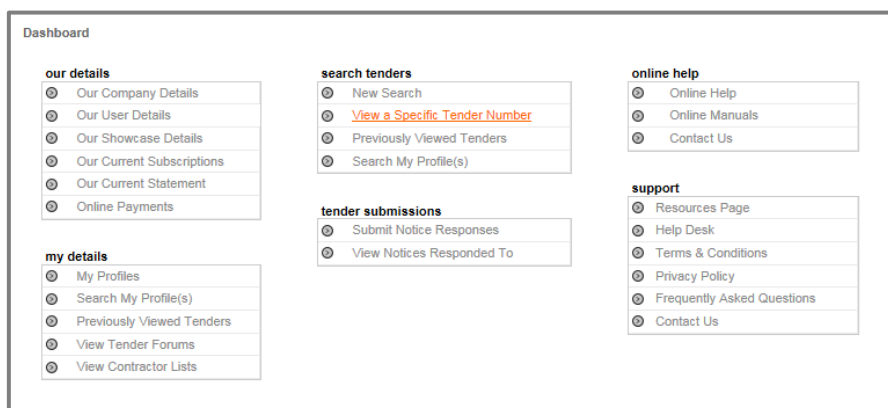


Figure 3: The Dashboard Screen, View a Specific Tender number.

5. This will take you to the **Details for Notice** Screen for the eRFx Notice (Figure 4).

- Under the **Options** heading click the link **Download the Tender Documents**. This will take you to the **Download Authorisation for Tender** screen (Figure 5).

Figure 4: Details for Notice Screen.

- Click in the box in the **Download Authorisation** screen (Figure 5) to agree to the Terms of Service.
- Click **Request Documents** to continue.
- If the purchaser has decided to allow other registered users to view the supplier details you will also need to check a second box to agree that your contact details can be made available. This is the contractors list (Figure 5).

Figure 5: Requesting the eRFx Notice Documents.

## Document Fee

The purchaser may wish to charge a fee for the download of the eRFx notice documents, (AUD \$82.50 in this example. Figure 7). If this is the case:

- Click **OK** and you will be taken to a secure **Payments Options** screen (Figure 7).
- Enter your **Card Number, Expiry Date, Name on Card, Security Code** and an order number (if you require one).



Figure 6: A Charge for Downloading Documents.

3. Click on **Make Online Payment** button to complete the transaction.
4. A payment accepted message will appear to confirm your payment (Figure 8).

Online Payments (Prices are shown in AUD\$)

The following is a summary of your organisations current and overdue invoices.




	Current Invoices	Overdue Invoices
Number	0	0
Amount Owing	\$0.00	\$0.00

SECURED BY RapidSSL \$10,000 Warranty

I wish to pay off all our invoices  
 I wish to pay off only our overdue invoices  
 I wish to pay off a selection of our invoices

Card Number:  Total Amount:    
 Card Expiry:    
 Name On Card:   
 Card Security Code:

**Make Payment Now**

WARNING: We take credit card fraud seriously. In order to combat use of fraudulent credit card information, and to ensure the security of your transaction, your IP address (203.97.207.132) will be logged.

Figure 7: The Payment Options Screen.

5. Click **OK**.

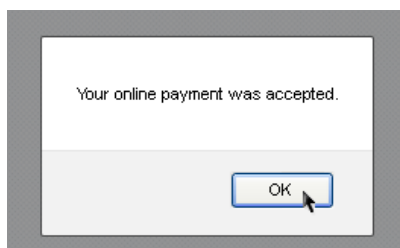


Figure 8: Payment Confirmation.

## Download Documents

1. In the **Download Documents** screen (Figure 9) click on the **Download Documents** link to download the eRFx Notice Documents.

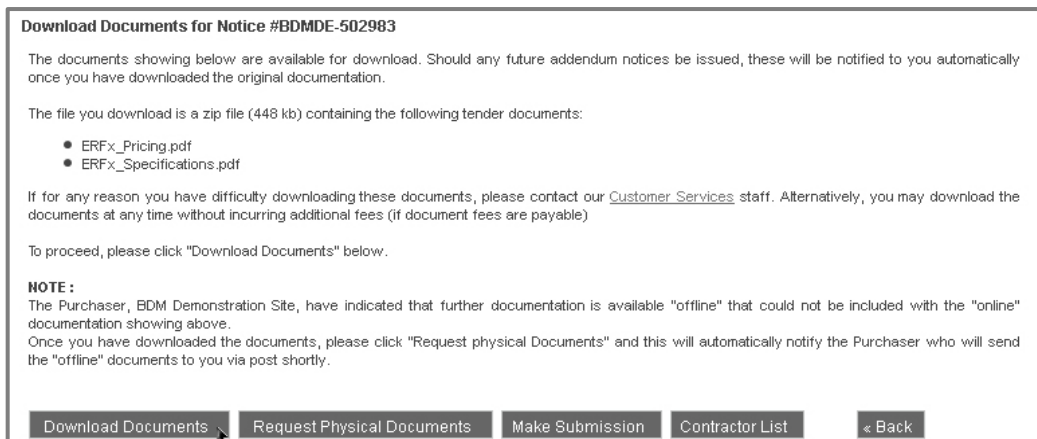


Figure 9: The Download Documents Screen.

2. You will be prompted to save (or open) the Zip file to your computer.

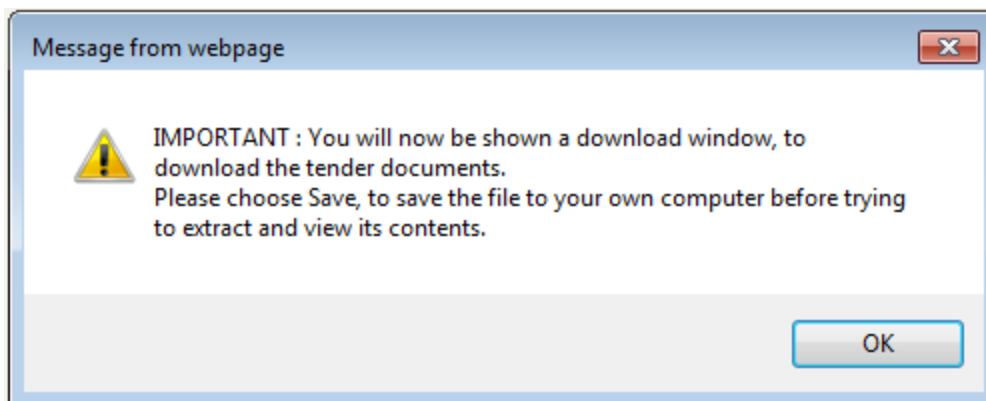


Figure 10: Important Download Note.

3. Click **OK** (Figure 10).

## Further Options on the Tender Details Screen

The **Tender Details** screen (Figure 4) has a list of actions available as links under the Options heading.

### Requesting Physical Documents:

If there are physical documents that need to be obtained, you can request these via the document downloads screen.

1. Click on the **Request Physical Documents** button (Figure 9).
2. This will bring up the **Physical Documents for Tender** screen(Figure 11).
3. Ensure your address and phone number are correctly entered into the 'Your Physical Address' fields.

4. Click on the **Request Physical Documents** button (Figure 10).

**Physical Documents for Tender #BDMDE-502983**

The purchaser, BDM Demonstration Site, have indicated that this tender has physical tender documentation available that could not be included with any online tender documents. This normally eventuates when large plans, scale drawings etc are too large in either paper or electronic file size.

If you would like these documents to be forwarded to you by BDM Demonstration Site, please enter a physical address and click "Request Physical Documents" below.

Your Organisations Address	Your Physical Address
Demo Electrical Pty Ltd 111 Gloucester Street SYDNEY NSW 2000 <b>AUSTRALIA</b>  Ph: 9939 5181	<b>Physical Address :</b> Demo Electrical Pty Ltd 111 Gloucester Street SYDNEY NSW 2000 AUSTRALIA  <b>Post Code :</b> 2000 <b>Phone Number :</b> 9939 5181

**Request Physical Documents**

Figure 11: Request Physical Documents screen.

The email requesting physical documents has now been sent.

OK

5. An alert screen will confirm that the documentation is being sent out to you.